

Job Description

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees are required to follow other job-related instructions and to perform any other job-related duties as requested by their supervisor. Reasonable accommodation may be made to enable individuals with disabilities to perform the job functions described herein.

Job Title: **Collection System Operator**

Department: Transportation & Collection

Pay Grade: 106

FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, performs general sewer line maintenance and repairs. Work involves possibly responding to service calls during and after hours; encountering mainline and laterals to be unstopped; taking necessary precautions for underground work such as providing traffic control around the site; and performing repair work on manholes and the sewer collection system, including installation of services to properties and correction of damage or removal of obstructions that are preventing proper function in the system.

ESSENTIAL JOB FUNCTIONS

- Performs preventive maintenance on the collection system including restoring pipe capacity by removing debris, sand, and grease from the main sewer.
- Performs corrective maintenance on the collection system including repairing and restoring service.
- Locates underground cable and utilities.
- Makes taps, tie-ins, and repairs broken lines.
- Excavates with backhoe and excavator.
- Handles reactive maintenance such as service calls.
- Receives and/or reviews various records and reports such as safety training, service calls, and preventive maintenance work orders.
- Prepares and/or processes various records and reports such as service request call, vehicle pre-trip log sheet, and preventive maintenance work orders.
- Refers to wastewater collection system manual, sewer maps, policy and procedure manuals, codes, laws, regulations, publications, and reference texts, etc.
- Operates a variety of vehicles, equipment, and machinery such as dump truck, excavator, etc.
- Interacts and communicates with various groups, individuals, customers, and members of the general public.
- Assists with associated asphalt, manhole, and concrete repairs.
- Responds to emergency or after hour calls as needed.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS**Education and Experience:**

- High School diploma;
- One (1) year of responsible related experience; or
- Equivalent education, training, and/or experience.

Licenses or Certifications:

- Must obtain a Class "D" Wastewater Collection System certification within 6 months of hire.
- Must have a Class "D" Driver's License.
- Must Obtain CDL Class "A" Driver's License with Tanker endorsement within 12 months of employment.

Special Qualifications:

- Use or learn to use a variety of tools such as excavator, chain cutters, pipe saw, tape measure, etc.; a variety of vehicles, equipment, and machinery such as dump truck, excavator, etc.; and a variety of supplies such as pvc pipe, fittings, glue, etc.

Knowledge, Skills and Abilities:

- Knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of general pipe maintenance, construction, labor tools, equipment, and practices related to this position.
- Knowledge of the occupational hazards and safety precautions necessary for the proper performance of heavy manual work and to light equipment operations and other safety related issues to this position.
- Knowledge of practices as applied to sewer system construction and maintenance.
- Skill in use and care of common tools and equipment employed in the maintenance and installation.
- Skill in operating vehicles and machinery used for the position.
- Ability to help ensure compliance with all laws and regulations and control the activities of the department through effective supervision of crewmembers.
- Ability to take the initiative to complete the duties of the position without the need of direct supervision.
- Ability to plan, organize, and prioritize daily assignments and work activities.
- Ability to offer instruction and advice regarding departmental policies, methods, and regulations.
- Ability to read and interpret technical materials pertaining to the responsibilities of the job.
- Ability to perform required mathematical calculations with accuracy.
- Ability to prepare required reports and records with accuracy and in a timely manner.
- Ability to react calmly and quickly in emergency situations.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

PHYSICAL DEMANDS

The work is medium to heavy work. This requires exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/ or up to 20 pounds of force constantly to move. Additionally, the following physical abilities are required: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping,

talking, visual acuity, and walking.

WORK ENVIRONMENT

Works outside in all weather conditions for long periods of time; and exposure to construction and water/wastewater site hazards, traffic, and moving machinery during daily work.

The North Charleston Sewer District has the right to revise this job description at any time and it does not represent in any way a contract of employment. My signature below indicates that I have received and reviewed the above description. I am able to perform the essential functions of my position with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date